



Special Warfare Operator (SO)

November 2020





United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Special Warfare Operator community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Special Warfare Operator?

Special Warfare Operator roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Special Warfare Operator roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, SO A-School Training Pipeline at Naval Special Warfare Center, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:



SO CAREER PATH



Special Warfare Operators (SO). SOs are responsible for training and preparation for execution of special operations in maritime, urban, desert, jungle, arctic and mountain environments. SOs are experts in special operations tactics and technical knowledge; mission planning; cultural awareness; small-unit leadership; operational risk management; tactical, operational and strategic thinking; tactical communications; tactical air control/terminal guidance; combat diving; para-drop operations; small boat operations; tactical ground mobility; small arms and crew-served weapons; fast roping and rappelling; demolitions/explosive breaching; trauma care; intelligence gathering and interpretation; transportation and logistics; and chemical/biological/radiological/nuclear defense measures. The SO rating is Sea-duty intensive.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
25-30	FORCM CMDCM	26 Yrs 22	CMC	48	6 th Operational or Non Operational Tour Billet: FORCM, CMDCM, SEA. Duty: Team, Squadron, SRT, CNSWC, NSWEN, TRADET, NSW Group, NSW Unit/Det, or TSOC
21-25	CMDCM SOCM	22 Yrs 20.1	CWO, CMC	48	5 th Operational or Non Operational Tour Billet: SEA, CMDCM, Staff Dept/DIV SEL. Duty: Team, Squadron, SRT, CNSWC, NSWEN, TRADET, NSW Group, NSW Unit, or TSOC
17-21	SOCM SOCS SOC	20.1 Yrs 16.5 11.9	CWO, CMC	36	4 th Operational Tour Billet: PLT LCPO, TRP LCPO, OPS LCPO, TM LCPO Duty: Team, Squadron, SRT, or TSOC. Qualification: E8 to E9 should have a minimum of 3 core and 3 advance qualifications (para 5a)
14-17	SOCS SOC	16.5 Yrs 11.9	CWO, OCS	60	3 rd Operational Tour Billet: PLT LCPO, TM LCPO, TRP LCPO Duty: Team, Squadron, or SRT Qualification: E7 to E8 should have a minimum of 3 core and 2 advanced qualifications (para 5a)
10-14	SOCS SOC SO1	16.5 Yrs 11.9 6.1	CWO, OCS	36	1 st Non Operational Tour Billet: Instructor, Div or Phase LPO/LCPO, TRNG LPO/LCPO, Staff LPO/LCPO. Duty: NSWEN, TRADET, NSW Group, or NSW Unit/Det. Qualification: E7 to E8 should have a minimum of 3 core and 2 advance qualifications (para 5a)



SO CAREER PATH



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
2-10	SOC SO1 SO2 SO3	11.9 Yrs 6.1 3.2 2	STA-21, OCS	60	1 st /2 nd Operational Tour Billet: Operator, ASST LPO, PLT LPO, PLT LCPO Duty: Team, Squadron, or SRT Qualification: E6 to E7 should have a minimum of 2 core and 2 advance qualifications (para 5a)
1-2	Accession training, SEAL pipeline training. SEAL NEC 5326 awarded upon completion of SQT.	Advancement to SO3 upon completion of BUD/S.	Special Operations Combat Medic - SNEC 5392 SOT-M SEAL Delivery Vehicle (SDV) Pilot/Navigator - SNEC 5323.		Recruit Training. Basic Underwater Demolition/SEAL (BUD/S) training. Military Static Line/Free-Fall parachute training. SEAL Qualification Training (SQT)

Notes:

- Blk 29 (OP LPO/SQD LPO) – Squad LPO and Operational LPO are legacy leadership positions used between 16 NOV 2014 to 15 NOV 2017 and are considered MILESTONE COMPLETE to determine “BEST QUALIFIED” per para 2 below.
- A Performance Information Memorandum (PIM) or Memorandum for Record (MFR) on command letterhead, signed by the CO, validates LPO/LCPO milestone completion during a time frame that is not annotated in a regular report. Selection Board eligible members can include a copy of the PIM/MFR in their Letter to the Board package.

1. Operator development notes:

- Assistant LPOs (ASST LPO) positions are considered a developmental leadership opportunity in order to prepare our future enlisted leaders for one of the LPO Milestone positions (para 6a).
- Member **SHOULD** have completed two deployments as an Operator prior to an ASST LPO tour.
- The only authorized ASST LPO positions are those aligned to LPO positions in (para 6a)
- A typical model for an enlisted SO is to serve two tours as an Operator, followed by a third tour as ASST LPO, then a fourth tour, if ready, in one of the LPO milestone positions (para 6a).
- In addition to the above career path, our warfighters **MUST** embody the character traits outlined in our SEAL Ethos.

2. Considerations for determining “best qualified” for advancement from E6 to E7

- **SHOULD** have successfully served at least **16 months** in a LPO milestone leadership position (para 6a), but **MUST** have at least **12 months**. Members serving in a TAC D&E SQDN milestone position (para 6a) **SHOULD** have successfully served **12 months**. The time between the evaluation end date and the date of the promotion board should be added to the calculation for time successfully served in the milestone position.



SO CAREER PATH



- **SHOULD** complete a diversity tour to one of the following commands: any NSW Group, NSW Unit/Det, TSOC, CNSWC, Special Reconnaissance Team (SRT), Special Boat Team (SBT), any Training Command or Development Group.
- **SHOULD** have a minimum of 2 core and 2 advance qualifications (para 5a). Member should have Letters of Designation where appropriate.
- **SHOULD** complete a minimum of three operational deployments. Deployment lengths must be at least four months to qualify. SEAL Delivery Vehicle (SDV) deployment counter, commences once in standby phase, due to deploy for purpose vice steady rotations.
- **SHOULD** complete the NSW LPO Course or Development Group LPO Course, and **SHOULD** complete the Career Education Program (CEP 1) Joint Fundamentals.

3. Considerations for determining “*best qualified*” for advancement from E7 to E8

- **SHOULD** have successfully served at least **20 months** in an operational leadership milestone position as a LCPO/E7 of a SEAL PLT, Special Reconnaissance Platoon, TAC D&E SQDN Team, or SDV PLT (para 6b).
- **MUST** complete the NSW Platoon Leaders Course or Development Group Team Leader Course, and **SHOULD** complete the Career Education Program (CEP 2) Enterprise Management.
- **SHOULD** complete a diversity tour in their career to one of the following commands (Any NSW Group, NSW Unit, TSOC, CNSWC, Special Reconnaissance Team (SRT), Special Boat Team, any Training Command, Development Group, Navy Personnel Command, Bureau of Naval Personnel, or Recruit Training Command Great Lakes).
- **SHOULD** have a minimum of 3 core and 2 advance qualifications (para 5a).

4. Considerations for determining “*best qualified*” for advancement from E8 to E9

- **SHOULD** have successfully served at least **20 months** in an operational leadership milestone position as a LCPO/E8 of a SEAL Troop, Special Reconnaissance Troop, TAC D&E/SQDN Troop, or SDV Troop (para 6c).
- **SHOULD** complete the NSW Troop Leaders Course or the Development Group Troop LCPO Course and the Career Education Program (CEP 3) Joint Special Operations Forces Senior Enlisted Academy (JSOFSEA) or the Navy Senior Enlisted Academy.
- **SHOULD** have a minimum of 3 core and 3 advance qualifications (para 5a).
- *Strong consideration* **SHOULD** be given to successful *post milestone* E8s that go on to fill Joint Assignments, such as CJSOTFs, TSOCs or billets where that E8 acts as the sole SEA in a location removed from its higher headquarters.



SO CAREER PATH



5. Our operators will have a diverse background and have completed the prescribed PME. Additional qualifications are listed below.

a. Qualifications:

Core Qualifications

SLJ - Static Line Jump Master
NDSV - NSW Diving Supervisor
RSO:
 SRSO - Small Arms
 DMRG - Demolition Range
 RRSO – Rockets
HRST - HRST/C Master

Advance Qualifications

MIFJ - Military Freefall Jump Master
HRSTI - HRST/C Master Instructor
NAOT - NSW Air Ops Trainer
TNBM - Military Tandem/Tethered Bundle Master
NAOTE - NSW Air Ops Trainer Examiner
NSNP - NSW Sniper NEC O19A
NCM - NSW Communicator
NBRC - NSW Breacher
JTAC - Joint Terminal Air Controller NEC 822A
JTACI - Instructor NEC 823A
JTACE - Evaluator NEC 836A
SDV– SDV Operator NEC O23A
SDSP – SDV Diving Sup
SOCM – Special Op Combat Medic NEC O92A
RSO:
 DYRG - Dynamic Range
 CQCR - Close Quarters Combat
 IRSO - Indirect
 DYGM - Dynamic Ground Mobility
 EXBR - Explosive Breaching
ROIC - Range Officer In-Charge
TSO - Tactical Surveillance Operations
IQC - NSW Instructor NEC 805A
MTS - Master Training Specialists
OOM - Outboard Overhaul Mechanic
Language Qualification
Lead Combat Swimmer

**** RSO and ROIC will not account for more than one even though there are multiple categories ****



SO CAREER PATH



6. SO Milestone Leadership Positions:

a. E6 Milestone Positions

Command

Block 29 Short Title

SEAL Team

PLT LPO

*See Notes above (OP LPO / SQD LPO, 16 NOV 2014 to 15 NOV 2017)

NSWDG

S&T LPO

TACD&E SQDN (2,3,4,5)

SQDN LPO

TRP LPO

OUTSTATION LPO

- *OUTSTATION LPO not to exceed 2 per SQDN*

AIROPS DIV LPO

EXPL DIV LPO

- *(BREACHING Div LPO (LEGACY))*

SDV Team

PLT LPO

SRT Team

PLT LPO

TRNG LPO

ATC

SNIPER DIV LPO

ATC Det Coronado

AIROPS DIV LPO

ATC Det Ft. Story

AIROPS DIV LPO

ATC Det Ft. Story

EXPL DIV LPO

ATC Det Hawaii

SDV DIV LPO

ATC Det Stennis

SOTM DIV LPO

BTC

NSWO DIV LPO

BTC

1ST PHASE LPO

BTC

2ND PHASE LPO

BTC

3RD PHASE LPO

BTC

ASSLT DIV LPO

BTC

L/W DIV LPO

BTC

MAROPS DIV LPO

BTC Det Kodiak

DET LPO

NSWG-1 TRADET

ASSLT DIV LPO

NSWG-1 TRADET

L/W DIV LPO

NSWG-1 TRADET

MOB DIV LPO

NSWG-2 TRADET

ASSLT DIV LPO

NSWG-2 TRADET

L/W DIV LPO

NSWG-2 TRADET

MOB DIV LPO

NSWG-3 TRADET

MAR DIV LPO

NSWG-3 TRADET

LAND DIV LPO

NSWG-3 TRADET

SDV DIV LPO

SO CAREER PATH

NSWU OR DET

UNIT OPS LPO

b. E7 Milestone Positions

Command

Block 29 Short Title

SEAL Team
TACD&E SQDN
SDV Team
SRT (1 & 2)

PLT LCPO
TEAM LCPO
PLT LCPO
PLT LCPO

c. E8 Milestone Positions

Command

Block 29 Short Title

SEAL Team
TACD&E SQDN
SDV Team
SRT (1 & 2)

TRP LCPO
TRP LCPO
TRP LCPO
TRP LCPO



SO CAREER PATH SELECTED RESERVE (SELRES)



Special Warfare Operators (SO) are responsible for training and preparation for execution of special operations in maritime, urban, desert, jungle, arctic and mountain environments. SOs are experts in special operations tactics and technical knowledge; mission planning; cultural awareness; small-unit leadership; operational risk management; tactical, operational and strategic thinking; tactical communications; tactical air control/terminal guidance; combat diving; para-drop operations; small boat operations; tactical ground mobility; small arms and crew-served weapons; fast roping and rappelling; demolitions/explosive breaching; trauma care; intelligence gathering and interpretation; transportation and logistics; and chemical/biological/radiological/nuclear defense measures. The SO rate is Sea-duty intensive.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
25-30	SOCM	22.8 Yrs	CSEL	N/A	6 th Operational or Non Operational Tour Billet: FORCM, CSEL. Duty: Team, Squadron, SRT, CNSWC, NSWCCN, TRADET, NSW Group, NSW Unit, or TSOC. Schools: Keystone Course
21-25	SOCM	22.8 Yrs	CWO, CSEL	N/A	5 th Operational or Non Operational Tour Billet: CSEL, Staff Dept/DIV SEL. Duty: Team, Squadron, SRT, CNSWC, NSWCCN, TRADET, NSW Group, NSW Unit, or TSOC. Schools: CMC/COB, Summit Course (CEP-4), NSW CO/CMC COI.
17-21	SOCM SOCS SOC	22.8 Yrs 17.8 14.0 Yrs	CWO, CSEL	N/A	4 th Operational Tour Billet: PLT LCPO, TRP LCPO, OPS LCPO. Duty: Team, Squadron, SRT, or TSOC. Schools: JSOF-SEA (CEP-3).
14-17	SOCS SOC	17.8 Yrs 14.0	CWO, OCS	N/A	3 rd Operational Tour Billet: PLT/SQD/SR-Troop LPO, PLT/SR-Troop LCPO, TM LDR, Instructor, Dept LPO, TRNG LPO. Duty: Team, Squadron, or SRT Qualification: Air OPS Inst, ROIC, CQC/EB/DR/DGM RANGE SAFETY OFFICER, MFF/JM, SDV DV Sup. Schools: Sniper, Breacher, ASOT II & III, TSO, Joint Courses.
10-14	SOCS SOC SO1	17.8 Yrs 14.0 7.0		N/A	1 st Non Operational Tour Billet: Instructor, Dept LPO/LCPO, TRNG LPO/LCPO, Staff LPO/LCPO. Duty: NSWCCN, TRADET, NSW Group, or NSW Unit. Qualification: Air OPS Inst, ROIC, CQC/EB/DR/DGM RANGE SAFETY OFFICER, MFF/JM, SDV DV Sup. Schools: Sniper, Breacher, ASOT II & III, TSO, Joint Courses, CEP-2, NSW PLT Leaders COI.



SO CAREER PATH SELECTED RESERVE (SELRES)



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
2-10	SOC SO1 SO2 SO3	14.0 Yrs 7.0 3.2 2.0	STA-21, OCS	N/A	1 st /2 nd Operational Tour Billet: Team PLT/SQD MBR, or PLT/SQD/SR LPO Duty: Team, Squadron, or SRT Qualification: DV Sup, ROIC, SR-Troop. RANGE SAFETY OFFICER, HRST Master, SL/JM, NSW Medic, JTAC, SNEC 9502. Schools: NSW Comms, Sniper, Breacher, ASOT II, CEP-1, NSW LPO Course.
1-2	SEAL accession/pipeline training. Gain NEC O26A upon completion of SQT.	Advancement to SO3 upon completion of SQT. (1.5-2.0 Yrs)	Combat Medic - SNEC O91A/2. SDV Pilot/Navigator - SNEC O23A.	N/A	Recruit Training. Basic Underwater Demolition/SEAL (BUD/S) training. Military Static Line/Free-Fall parachute training. SEAL Qualification Training (SQT).

Notes:

1. "A" school is required.
2. In addition to the above career path, a SO is advanced due to his proven leadership, performance and qualifications.
3. This is not a compressed rating.
4. Rating NECs: O26A - Special Warfare Operator (SEAL)
O23A – Seal Delivery Vehicle (SDV) Operator
O19A - Naval Special Warfare (NSW) Sniper
O29A - NSW Development and Evaluation Operator
O92A - Naval Special Warfare Special Operations Combat Medic (SOCM)
5. A SELRES SO should successfully complete a mobilization prior to advancement to the next paygrade. A deployment during mobilization should be looked upon favorably.
6. Considerations for promotion from E6 to E7:
 - a. Prior to selection for E7, candidate shall successfully complete a NSW LPO/E6 operational leadership tour for a minimum of 12 months or a training leadership tour for a minimum of 24 months. Operational and training LPO assignments (Para 10a-b) fully meet the leadership milestone for PO1 to CPO. Staff (Para 10c) LPO tours do *NOT* meet selection criteria.
 - b. Successful completion is defined by the member earning a good performance mark on their evaluation as an LPO and meeting the 12 or 24 month leadership requirement.



SO CAREER PATH SELECTED RESERVE (SELRES)



- c. Candidate should complete a diversity tour to one of the following commands (Any NSW Group, NSW Unit, TSOC, CNSWC, Special Reconnaissance Team (SRT), Special Boat Team, Any Training Command or Development Group).
 - d. Candidate should have a minimum of four qualifications (Para 5), three basic leadership and one advanced. Member should have Letters of Designation for each basic leadership qualification.
 - e. Candidate should complete the NSW LPO Course and the Career Education Program (CEP 1) Joint Fundamentals.
 - f. Member should complete a minimum of three deployments at a SEAL Team, or a combination of operational NSW commands, with exception of SEAL Delivery Vehicle (SDV) as they deploy for purpose vice predictable rotations.
 - g. E6's successfully completing a non-operational tour post successful completion of operational leadership position should be looked upon favorably.
7. Considerations for promotion from E7 to E8:
- a. Prior to selection for E8, candidate shall successfully complete a NSW LCPO/E7 operational leadership tour for a minimum of 12 months or a training leadership tour for a minimum of 24 months. Operational and training LCPO/E7 assignments (Para 10a-b) fully meet the leadership milestone for CPO to SCPO. Staff (Para 10c) LCPO/E7 tours do *NOT* meet selection criteria.
 - b. Candidate should complete the NSW Platoon Leaders Course and the Career Education Program, (CEP 2) Enterprise Management.
 - c. Candidate should complete a diversity tour to one of the following commands (Any NSW Group, NSW Unit, TSOC, CNSWC, Special Reconnaissance Team (SRT), Special Boat Team, Any Training Command or Development Group).
 - d. Candidate should have a minimum of five qualifications (Para 5), three basic leadership and two advanced.
 - e. E7's successfully completing a non-operational tour post successful completion of operational leadership position should be looked upon favorably.
8. Considerations for promotion from E8 to E9:
- a. Prior to selection for E9, candidate shall successfully complete a NSW LCPO/E8 operational leadership tour for a minimum of 12 months or a training leadership tour for a minimum of 24 months. Navy Reserve Unit (NRU) Senior Enlisted Leader (SEL) positions should be looked upon favorably. Operational and training LCPO/E8 assignments (Para 10a-b) fully meet the leadership milestone for SCPO to MCPO. Staff (Para 10c) LCPO/E8 tours do *NOT* meet selection criteria.
 - b. Candidate should complete Career Education Program (CEP 3) Joint Senior Enlisted Academy (JSOF-SEA) or a service equivalent academy.
 - c. Candidate should have a diversity tour to one of the following commands (Any NSW Group, NSW Unit, TSOC, CNSWC, Special Reconnaissance Team (SRT), Special Boat Team, Any Training Command or Development Group).
 - d. Candidate should have a minimum of six qualifications (Para 5), three basic leadership and three advanced.



SO CAREER PATH SELECTED RESERVE (SELRES)



e. E8's successfully completing a non-operational tour post successful completion of operational leadership position should be looked upon favorably.

9. Best qualified candidates will have a diverse background and have completed prescribed PME. Additional qualifications are listed below.

a. Basic Leadership Qualifications:

SL/JM – Static Line Jump Master
HRST – Helo Rope Suspension Technique Master/Cast Master
DV Sup – Diving Supervisor
RSO – Range Safety Officer to include: (Small Arms, Demolitions, Stand-Off Weapons/Rockets)

b. Advanced Qualifications:

MFF/JM - Military Freefall Jump Master	ROIC – Range Officer In Charge
HRST Instructor	Dynamic Fire and Movement
NSW Air Ops Trainer	Range Safety Officer (RSO)
NSW Air Ops Trainer Examiner	Close Quarters Combat RSO
NSW Sniper	Indirect Fire (Mortars) RSO
NSW Communicator	Dynamic Ground Mobility Fire and Movement RSO
NSW Breacher	Explosive Breaching RSO
JTAC - Joint Terminal Air Controller	Laser RSO
JTAC Instructor	ASOT II
JTAC Evaluator	ASOT III
SDV Operator - 5323	Technical Surveillance Operations
SDV DV Sup – SDV Diving Supervisor	USN Instructor SNEC 9502
ASDS Lock In/Out Supervisor	Master Training Specialists (MTS)
NSW Medic – 5391/5392	Language Qualification
Outboard Overhaul Mechanic	

10. NSW Tours:

a. Operational Tours:

SEAL Team – PLT or TRP
SEAL Delivery Vehicle (SDV) Team – PLT or TRP
SRT –Special Reconnaissance Team - Special Reconnaissance Troop
NSWAD – Naval Special Warfare Anchor Detachment
NSWDG – Naval Special Warfare Development Group
TACD&E – Tactical Development and Evaluation – Team or Troop
PRDO – Personnel Resources Development Office
SEAL Team SEVENTEEN – SELRES Mobilized
SEAL Team EIGHTEEN – SELRES Mobilized

b. Training Tours:

BTC – Basic Training Command
ATC – Advanced Training Command
TRADET Group 1, 2, and 3
NSWDG Selection & Training
SDV Training Cell
CENSEALSWCC



SO CAREER PATH SELECTED RESERVE (SELRES)



Joint Special Operations Medical Training Center, FT Bragg
NSOMI - Naval Special Operations Medical Instructor
Cultural Engagement Unit (CEU)
Special Reconnaissance Troop
Special Operations Forces Liaison Element (SOFLE)
SEAL Team SEVENTEEN – SELRES Non-Mobilized
SEAL Team EIGHTEEN – SELRES Non-Mobilized

c. Staff Tours:

NSWC - Naval Special Warfare Center
NSW Units 1, 2, 3, 4, 10
CNRC/NSW Recruiter
Navy Personnel Command (Detailer, Community Manager)
NAVSPECWARCOM
NAVSPECWARGRU ONE, TWO, THREE, TEN, ELEVEN
USSOCOM
Navy Parachute Team
TSOC - Theater Special Operations Command
Navy Operational Support Commands (NOSC) other than SEAL Team 17 and SEAL Team 18
Navy Reserve Operational Support Units (OSU) other than SEAL Team 17 and SEAL Team 18

d. Advanced Education:

NSW personnel may apply to approved advanced education programs (e.g. Naval Postgraduate School, Advanced Education Voucher, etc.) upon completion of first operational tour and meeting other eligibility requirements as prescribed in applicable instructions and messages.



Special Warfare Operator Occupational Advancement Requirement Standards (OARS) to E4 NAVEDTRA 44075

NAME: _____

These Occupational Advancement Requirement Standards (OARS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OARS is based on the Personnel Advancement Requirements (PARS) that were in place prior to 2000 and encompass the Occupational Standards (OCCSTDs) for the rating/paygrade. An E4 should possess the minimum competencies that were initially assessed in their promotion from E3 to E4 (e.g. A-School promotion, Meritorious Advancement Program, etc...).

Generally, each OARS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the candidate can perform the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OARS task element due to equipment configuration, mission, or operational status, a command may deem a physical demonstration portion not mandatory. However, commanding officers (CO) must be satisfied that the individual possesses the necessary knowledge, skills, and abilities (KSAs) and can properly demonstrate any OARS task at the E4 paygrade, at the current command or other future commands before final signature.

OARS is not designed to replace other qualification programs such as Personnel Qualification Standards (PQS). OARS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs. OARS is noncompetitive and no relative or absolute mark is assigned.

AIR INSERTION AND EXTRACTION OPERATIONS

Task Objective	** Supv Init	Date
Assist cargo and equipment preparations		
Conduct aircraft insertion and extraction operations		
Conduct cast/recovery of personnel and maritime equipment		
Conduct fast rope		
Conduct Helicopter Rope Suspension Training (HRST)		
Conduct High Altitude High Opening (HAHO) military free falls		
Conduct High Altitude Low Opening (HALO) military free-falls		
Conduct rappelling operations		
Conduct Special Conduct Insertion Extractions (SPIE)		
Conduct static-line parachuting		
Maintain air operations equipment		
Pack parachutes		
Perform aircraft cast and recovery operations		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR EXPLOSIVE (CBRNE) OPERATIONS

Task Objective	** Supv Init	Date
Administer treatment for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) injuries		
Decontaminate Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) affected personnel and equipment		
Deliver protective measures for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response		
Maintain Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) equipment		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

DEMOLITION OPERATIONS

Task Objective	** Supv Init	Date
Calculate standard explosive charges Minimum Safe Distances (MSD)		
Construct standard explosive charges		
Handle improvised explosives to Utilize improvised explosives		
Handle Naval Special Warfare (NSW) pyrotechnics		
Handle standard explosives		
Transport ordnance		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

DISMOUNTED OPERATIONS

Task Objective	** Supv Init	Date
Clear obstacles and hazards		
Conduct dismounted movements		
Conduct human transport/evacuation of casualty operations		
Maintain personal tactical equipment		
Plan urban dismounted movements		

** Supv Init may be LPO or E5 or above designee

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DIVING OPERATIONS

Task Objective	** Supv Init	Date
Maintain diving equipment		
Perform closed circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g. search, insertion, extraction, demolition, etc.)		
Perform open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g. search, insertion, extraction, demolition, etc.)		
Plan close circuit dives		
Plan open circuit dives		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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INTELLIGENCE OPERATIONS

Task Objective	** Supv Init	Date
Create intelligence reports		
Perform intelligence collections		
Report intelligence information		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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JOINT AND COMBINED OPERATIONS

Task Objective	** Supv Init	Date
Integrate with joint and multinational Special Operations Forces (SOF)/conventional forces		
Provide agency/organization integration recommendations (e.g. Non-Governmental Organizations (NGO), Other Governmental Agencies (OGA), etc.)		

** Supv Init may be LPO or E5 or above designee

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MOUNTED OPERATIONS

Task Objective	** Supv Init	Date
Conduct mounted movements		
Employ vehicle platforms (e.g. standard, nonstandard, etc.)		
Maintain mounted equipment		
Maintain vehicle platforms		
Maintain weapons systems		
Recover vehicles		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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NAVAL SPECIAL WARFARE (NSW) ADMINISTRATION, RESEARCH, AND DEVELOPMENT

Task Objective	** Supv Init	Date
Maintain operational qualifications (e.g. jump, dive, demolition, etc.)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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NAVAL SPECIAL WARFARE (NSW) COMMUNICATIONS OPERATIONS

Task Objective	** Supv Init	Date
Employ High Frequency (HF) communication systems		
Employ Information Technology (IT) communication systems		
Employ Satellite Communication (SATCOM) systems		
Employ Ultra High Frequency (UHF) and Very High Frequency (VHF) communication systems		
Maintain Information Technology (IT) communication systems		
Maintain Satellite Communication (SATCOM) systems		
Maintain Ultra High Frequency (UHF) and Very High Frequency (VHF) communication systems		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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NAVAL SPECIAL WARFARE (NSW) FORCED ENTRY OPERATIONS

Task Objective	** Supv Init	Date
Conduct forced entry operations (e.g. explosive, mechanical, etc.)		
Employ ballistic breaching systems		
Employ exothermic breaching systems		
Employ explosive breaching systems		
Employ manual breaching systems		
Employ mechanical breaching systems		
Maintain ballistic breaching systems		
Maintain exothermic breaching systems		
Maintain explosive breaching systems		
Maintain manual breaching systems		
Maintain mechanical breaching systems		
Prepare explosive breaching systems		

** Supv Init may be LPO or E5 or above designee

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NAVAL SPECIAL WARFARE (NSW) OPERATIONS

Task Objective	** Supv Init	Date
Conduct Direct Action (DA) operations (e.g. combat enemy forces, degrade enemy infrastructure, etc.)		
Conduct Foreign Internal Defense (FID) operations (e.g. train Tactics, Techniques and Procedures (TTP), build partner capacity, etc.)		
Conduct Information Operations (IO)		
Conduct ladder climb ship-boarding infiltration and exfiltration operations		
Conduct maritime operations (e.g. Visit, Board, Search, and Seizure (VBSS), Gas & Oil Platform (GOPLAT), combat swimmer, etc.)		
Conduct Sea, Air, and Land (SEAL) briefs		
Conduct Special Reconnaissance (SR) operations		
Conduct Unconventional Warfare (UW) operations		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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NAVAL SPECIAL WARFARE (NSW) PHYSICAL CONDITIONING

Task Objective	** Supv Init	Date
Conduct combat simulation training		
Conduct endurance training		
Conduct nutrition training		
Conduct physical therapy/rehabilitation training		
Conduct strength training		
Plan Naval Special Warfare (NSW) physical conditioning training		

** Supv Init may be LPO or E5 or above designee

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SMALL BOAT OPERATIONS

Task Objective	** Supv Init	Date
Conceal small boats		
Conduct human transport of inflatable boats and outboard motor operations		
Employ small boat support equipment		
Employ small boats		
Launch small boats		
Maintain engineering systems		
Maintain navigational systems		
Maintain small boat support equipment		
Maintain small boats		
Recover man overboard		
Recover small boats		
Update special operation charts		
Validate special operation charts		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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TACTICAL MEDICINE

Task Objective	** Supv Init	Date
Administer advanced first aid		
Administer basic life support		
Perform Casualty Evacuation (CASEVAC)/Medical evacuation (MEDEVAC) procedures		
Perform field health and hygiene techniques		
Perform Tactical Combat Casualty Care (TCCC)		

** Supv Init may be LPO or E5 or above designee

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TACTICAL SUPPORT EQUIPMENT OPERATIONS

Task Objective	** Supv Init	Date
Employ Electronic Counter Measure (ECM) systems		
Employ navigation equipment		
Employ photographic and video equipment		
Employ Visual Augmentation System (VAS) equipment		
Maintain tactical support equipment		

** Supv Init may be LPO or E5 or above designee

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UNDERSEA MOBILITY OPERATIONS

Task Objective	** Supv Init	Date
Conduct dry deck shelter mass swimmer lock outs/ins		

** Supv Init may be LPO or E5 or above designee

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WEAPONS OPERATIONS

Task Objective	** Supv Init	Date
Employ crew served weapons		
Employ hand grenades		
Employ indirect fire weapons		
Employ small arms		
Employ standoff weapons systems		
Maintain crew served weapons		
Maintain crew served weapons mounts and stands		
Maintain indirect fire weapons		
Maintain small arms		
Maintain standoff weapons systems		
Perform advanced small arms techniques		

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMAND ENDORSEMENT

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.
Signature level at discretion of command.

DIVISION OFFICER:

DEPARTMENT LCPO:

DEPARTMENT HEAD:

COMMAND CAREER COUNSELOR:

COMMAND MASTER CHIEF:

COMMANDING OFFICER:

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Command Comments – Command Use Only:

Enlisted Community Manager Comments:

Once an individual Sailor's Occupational Advancement Requirement Standards (OARS) have been completed and endorsed by the local Command, documentation of completed OARS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OARS completion as well as Command and Navy Advancement stakeholders ability to monitor the execution of OARS.



Special Warfare Operator Petty Officer Third Class (Apprentice/Journeyman)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Special Warfare Preparatory Course	Recruit Training Command, Great Lakes, IL	K-431-0350	8 weeks	
Basic Underwater Demolition/SEAL(BUD/S) BO thru Hellweek ¹	Coronado, CA	K-431-0037	6 weeks	
Post hell-week Basic Underwater Demolition/SEAL(BUD/S) ¹	Coronado, CA	K-431-0024	18 weeks	
Pre-SEAL Qualification Training ¹	Coronado, CA	K-431-0058	2 weeks	
SEAL Qualification Training ¹	Coronado, CA	K-431-0059	29 weeks	
(Courses below are integrated into 29 week SQT COI)				
SEAL Basic Cold Weather Maritime ¹	Kodiak, AK	K-431-0098	4 weeks	
NSW Naval Parachute Course – Static line ¹	Coronado, CA	K-431-0135	1 week	
NSW Naval Parachute Course – Military Freefall ¹	Coronado, CA	K-431-0136	4 weeks	
NSW SERE ¹	Coronado, CA	K-431-0400	3 weeks	

¹ - The SO rating, PNEC 5326, and the SEAL warfare qualification are assigned at the completion of the Basic Underwater Demolition/SEAL Pipeline, which includes all courses above except Initial Acquisition Training.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
SPECOPS Parachute Rigger (773A) ^{1 2}	Fort Lee, VA	K-860-0010	4 weeks	
NSW Communications Course ^{1 2}	Coronado, CA Little Creek, VA	K-431-0141	6 weeks	
Naval Special Warfare (NSW) Basic Combatives ^{1 2}	Coronado, CA*	K-431-0097	1 week	
NSW Diving Equipment Maintenance and Repair ^{1 2}	Various	K-431-0050	2 weeks	
MK 25 UVA Maintenance & Repair ^{1 2}	Coronado, CA*	K-431-0091	2 weeks	
MK 16 UBA Maintenance & Repair ^{1 2}	Panama City, FL	K-431-0093	1 week	
Outboard Motor Operator/Maintenance ^{1 2}	Various	Various		
Advanced SERE courses ^{1 2}	Various	Various		
Naval Special Warfare (NSW) Special Operations Tactical Medic (SOTM) (O92A) ¹	Stennis MS	K-431-7001	22 weeks	
Naval Special Warfare Medic and NSW SpecOps Tech (O92A) ¹	NSOMI, FT Bragg, NC / Coronado, CA	B-300-0042 / K-431-0021	30 weeks	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

² - A variety of NSW, civilian, Joint and other service courses and training are available based on duty and department assignment, e.g., Air Operations, Weapons/Ordnance/Explosives, Diving Operations, Medical, CBRND, Communications, Intelligence, Ground Mobility, Maintenance and Logistics.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
746B - Outboard Engine Mechanic ¹	Coronado, CA	K-652-0237	2 weeks	
O23A - SDV Pilot/Navigator and Operator ¹	Panama City, FL	K-431-0040	10 weeks	
O92A - Naval Special Warfare Medic and NSW SpecOps Tech ¹	NSOMI, FT Bragg, NC / Coronado, CA	B-300-0042 / K-431-0021	30 weeks	
772A - Senior Naval Parachutist ¹	See NAVPERS			
773A - Naval Special Operations Parachute Rigger ¹	Fort Lee, VA	K-860-0010	4 weeks	
787A - NSW Small Arms Organizational Level Maintenance Technician (NSW Armorer) ¹	NWS, Crane, IN	S-041-0002	5 weeks	
822A - Joint Terminal Attack Controller (JTAC) ¹	Various	Various		

Note: See NAVPERS 18068F for NEC requirements

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

The SO3 is a junior leader/manager assigned to a SEAL Platoon or SEAL Delivery Vehicle Team (SDVT). They assume responsibility for, and masters the management skills necessary for at least one department at the Platoon level. Departments include Air Operations, Diving Operations, Ordnance, Combat Medicine, Tactical Communications & Electronics, Intelligence, Tactical Mobility and Transportation & Logistics. The SO3 masters Platoon tactical level Standard Operating Procedures, and is expected to become a subject matter expert in at least one war fighting SO skill that include Explosive Breacher, Sniper, Tactical Radioman, Medic, and others. The SO3 is responsible for conducting analysis and detailed briefings on their department for inclusion in operational mission plans.

RECOMMENDED BILLET ASSIGNMENTS

1st 5-10 year operational Sea Tour - SEAL Team or SEAL Delivery Vehicle Team.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21): Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMIS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMIS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Diving Supervisor		
Static-line Jumpmaster		
Small Arms RSO		
Dynamic Range RSO		
Demolitions RSO		
Indirect Fire RSO		
Rockets RSO		
Close Quarters Combat RSO		
Explosive Breaching RSO		
Laser RSO		
Dynamic Ground Mobility Vehicle Range RSO		
Dynamic Waterborne Range RSO		
Drop-Zone Safety Officer		
HRST/C MASTER		
HRST/C MASTER INSTRUCTOR		
Master Training Specialist (MTS)		
AIR OPS TRAINER		
AIROPS TRAINER EXAMINER		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Military drivers license		
Bus license		
HAPS		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the SO-Special Warfare Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Association of Diving Contractors International (ADCI)	Entry Level Tender/Diver	
E4	Association of Diving Contractors International (ADCI)	Saturation Technician	
E5	Federal Aviation Administration (FAA)	Master Parachute Rigger	
E4	Federal Aviation Administration (FAA)	Senior Parachute Rigger	
E4	National Registry of Emergency Medical Technicians (NREMT)	Emergency Medical Technician (EMT)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Education Certification Association (AECA)	Certified Computer Skills Specialist	
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
Institute of Management Consultants (IMC)	Certified Management Consultant - Basic	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the SO-Special Warfare Operator rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the SO-Special Warfare Operator Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Commercial Divers
Environmental Science and Protection Technicians, Including Health
Explosives Workers, Ordnance Handling Experts, and Blasters
Hazardous Materials Removal Workers

Occupation (Federal Employer)
0006 - Correctional Institution Administration Series
0007 - Correctional Officer Series
0072 - Fingerprint Identification Series
0080 - Security Administration Series
0082 - United States Marshal Series
0083 - Police Series
0085 - Security Guard Series
0086 - Security Clerical and Assistance Series
0132 - Intelligence Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1811 - Criminal Investigation Series
1881 - Customs and Border Protection Interdiction Series
1895 - Customs and Border Protection Series
1896 - Border Patrol Enforcement Series
5782 - Ship Operating
5784 - Riverboat Operating
5786 - Small Craft Operating
6502 - Explosives Operating
6610 - Small Arms Repairing
6656 - Special Weapons Systems Mechanic

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Curl-ups / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: <https://www.navyfitness.org/>

PROFESSIONAL MILITARY EDUCATION

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E4 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course	Water front/ Flightline	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on MNP GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

E4 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E4 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E4 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Intro to Special Operations Forces	Various	SOC-1210 / ISOF	28 days Distance Learning	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Naval-Power for complete list.	
Sea Power by Admiral James Stavridis	
Toward a New Maritime Strategy by Peter D. Haynes	
The Rules Of The Game by Andrew Gordon	
Sea Power by Geoffrey Till	
Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes	
High Velocity Outcomes (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/HVO for complete list.	
Democracy by Condoleezza Rice	
A World in Disarray by Richard Haass	
Our Robots, Ourselves by David A. Mindell	
On Writing Well by William Zinsser	
The Innovator's Dilemma by Clayton M. Christensen	
Navy Team (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Navy-Team for complete list.	
The Accidental Admiral by James Stavridis	
Team of Teams by Stanley McChrystal	
Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.	
Leadership on the Line by Ronald A. Heifetz and Marty Linsky	
A Vietnam Experience by James Stockdale	
Partnerships (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Partner-Network for complete list.	
Partnerships for the Americas by James Stavridis	
The Accidental Superpower by Peter Zeihan	
Asia's Cauldron by Robert D. Kaplan	
World Order by Henry Kissinger	
At Ease by Dwight Eisenhower	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

E4 RECOMMENDED COMMUNITY READING

Title	Completed
Special Operations Forces Reference Manual, USSOCOM (current edition)	
First SEAL <i>by Roy Boehm with Charles W. Sasser</i>	
The Last Hundred Yards <i>by H. John Poole</i>	
Endurance: Shackelton's Incredible Voyage <i>by Alfred Lansing</i>	
Wake of the Wahoo <i>by Forest J. Sterling</i>	
1812: The Navy's War <i>by George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know <i>by P.W. Singer</i>	
SEAL of Honor <i>by Gary Williams</i>	
Leading with the Heart <i>by Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War <i>by David Crist</i>	
The Crisis of Islam <i>by Bernard Lewis</i>	
Execute Against Japan <i>by LT Joel Holwitt, USN</i>	
Monsoon <i>by Robert Kaplan</i>	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Killer Angels <i>by Michael Shaara</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
A Commitment to Valor <i>by Rod Cragg</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



Special Warfare Operator Petty Officer Second Class (Journeyman)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Special Warfare Preparatory Course	Recruit Training Command, Great Lakes, IL	K-431-0350	8 weeks	
Basic Underwater Demolition/SEAL(BUD/S) BO thru Hellweek	Coronado, CA	K-431-0037	6 weeks	
Post hell-week Basic Underwater Demolition/SEAL(BUD/S)	Coronado, CA	K-431-0024	18 weeks	
Pre-SEAL Qualification Training	Coronado, CA	K-431-0058	2 weeks	
SEAL Qualification Training	Coronado, CA	K-431-0059	29 weeks	
(Courses below are integrated into 29 week SQT COI)				
SEAL Basic Cold Weather Maritime	Kodiak, AK	K-431-0098	4 weeks	
NSW Naval Parachute Course – Static line	Coronado, CA	K-431-0135	1 week	
NSW Naval Parachute Course – Military Freefall	Coronado, CA	K-431-0136	4 weeks	
NSW SERE ¹	Coronado, CA	K-431-0400	3 weeks	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NSW Diving Supervisor ^{1 2}	Coronado, CA*	K-431-0048	2 weeks	
Static Line Jump Master (SLJM) ^{1 2}	Coronado, CA Little Creek, VA	K-431-0084	3 weeks	
NSW Range Operations Safety (ROS) ^{1 2}	Coronado, CA / Little Creek, VA	K-431-0100	1 week	
Naval Special Warfare 107 ^{1 2}	Coronado, CA*	K-431-0107	5 weeks	
NSW Special Reconnaissance Scout ^{1 2}	Coronado, CA*	K-431-0128	4 weeks	
NSW Photographic Image Capture (PIC) ^{1 2}	Coronado, CA Little Creek, VA	K-431-0140	2 weeks	
NSW Sniper ^{1 2}	Coronado, CA*	K-431-0129	6 weeks	
NSW Helicopter Rope Suspension Techniques/Cast (HRST/C) Master ^{1 2}	Coronado, CA Little Creek, VA	K-431-0132	2 weeks	
NSW Explosives ^{1 2}	Virginia Bch, VA	K-431-0064		
40mm MK-19 Operation & Maintenance ^{1 2}	Various	J-041-4001		
50cal M2 HB Operation & Maintenance ^{1 2}	Various	J-041-0145		
Air Deployment Load Planner ^{1 2}	Various, Air Force	8C-S135	3 weeks	
Transportation of Hazardous Materials ^{1 2}	San Diego, CA Norfolk, VA	A-822-0012	2 weeks	
Naval Strike and Air Warfare Joint Terminal Attack Controller (JTAC) (5304) ¹	Fallon, NV	S-250-0500	2 weeks	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - A variety of NSW, civilian, Joint and other service courses and training are available based on duty and department assignment, e.g., Air Operations, Weapons/Ordnance/Explosives, Diving Operations, Medical, CBRND, Communications, Intelligence, Ground Mobility, Maintenance and Logistics.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
805A - NSW Instructor Qualification Course (IQC) ¹	Coronado, CA	K-431-0300	3 weeks	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

The SO2 serves primarily as a mid level leader/manager of a SEAL/SDV Platoon or NSW training department. They provide leadership, mentorship, and training to junior personnel. The SO2 provides reports and accountability with regard to the readiness of their department at the Platoon level. The SO2 is an expert in more than one war fighting SO skill set and assists in managing a second department at the Platoon level. The SO2 conducts analysis and detailed briefings on their department for inclusion in operational mission plans. The SO2 plans and executes operations at the department and Platoon level in support of Platoon and Task Unit level tasking. An experienced SO2 conducts high risk training in training departments, and when deployed train foreign regular military and special operations forces.

RECOMMENDED BILLET ASSIGNMENTS

Operational Tour: SEAL Team, SEAL Delivery Vehicle Team, Special Reconnaissance Team

Training Tour: Instructor- Basic, Advanced, Training Detachment

Alternate Tour: Navy Parachute Team, Language training student (Defense Language Institute)

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Diving Supervisor		
Static-line Jumpmaster		
Small Arms RSO		
Dynamic Range RSO		
Demolitions RSO		
Indirect Fire RSO		
Rockets RSO		
Close Quarters Combat RSO		
Explosive Breaching RSO		
Laser RSO		
Dynamic Ground Mobility Vehicle Range RSO		
Dynamic Waterborne Range RSO		
Drop-Zone Safety Officer		
HRST/C MASTER		
HRST/C MASTER INSTRUCTOR		
Master Training Specialist (MTS)		
AIR OPS TRAINER		
AIROPS TRAINER EXAMINER		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the SO-Special Warfare Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Association of Diving Contractors International (ADC)	Entry Level Tender/Diver	
E4	Association of Diving Contractors International (ADC)	Saturation Technician	
E5	Federal Aviation Administration (FAA)	Master Parachute Rigger	
E4	Federal Aviation Administration (FAA)	Senior Parachute Rigger	
E4	National Registry of Emergency Medical Technicians (NREMT)	Emergency Medical Technician (EMT)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Education Certification Association (AECA)	Certified Computer Skills Specialist	
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
Institute of Management Consultants (IMC)	Certified Management Consultant - Basic	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the SO-Special Warfare Operator rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the SO-Special Warfare Operator Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Commercial Divers
Environmental Science and Protection Technicians, Including Health
Explosives Workers, Ordnance Handling Experts, and Blasters
Hazardous Materials Removal Workers

Occupation (Federal Employer)
0006 - Correctional Institution Administration Series
0007 - Correctional Officer Series
0072 - Fingerprint Identification Series
0080 - Security Administration Series
0082 - United States Marshal Series
0083 - Police Series
0085 - Security Guard Series
0086 - Security Clerical and Assistance Series
0132 - Intelligence Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1811 - Criminal Investigation Series
1881 - Customs and Border Protection Interdiction Series
1895 - Customs and Border Protection Series
1896 - Border Patrol Enforcement Series
5782 - Ship Operating
5784 - Riverboat Operating
5786 - Small Craft Operating
6502 - Explosives Operating
6610 - Small Arms Repairing
6656 - Special Weapons Systems Mechanic

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECCall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Curl-ups / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: <https://www.navyfitness.org/>

PROFESSIONAL MILITARY EDUCATION

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on MNP GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

E5 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E5 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Intro to Irregular Warfare Course	Various	SOC2610 / I2WC	3 days	
JSOU Intro to Special Operations Forces	Various	SOC-1210 / ISOF	28 days Distance Learning	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Naval-Power for complete list.	
Sea Power by Admiral James Stavridis	
Toward a New Maritime Strategy by Peter D. Haynes	
The Rules Of The Game by Andrew Gordon	
Sea Power by Geoffrey Till	
Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes	
High Velocity Outcomes (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/HVO for complete list.	
Democracy by Condoleezza Rice	
A World in Disarray by Richard Haass	
Our Robots, Ourselves by David A. Mindell	
On Writing Well by William Zinsser	
The Innovator's Dilemma by Clayton M. Christensen	
Navy Team (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Navy-Team for complete list.	
The Accidental Admiral by James Stavridis	
Team of Teams by Stanley McChrystal	
Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.	
Leadership on the Line by Ronald A. Heifetz and Marty Linsky	
A Vietnam Experience by James Stockdale	
Partnerships (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Partner-Network for complete list.	
Partnerships for the Americas by James Stavridis	
The Accidental Superpower by Peter Zeihan	
Asia's Cauldron by Robert D. Kaplan	
World Order by Henry Kissinger	
At Ease by Dwight Eisenhower	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

E5 RECOMMENDED COMMUNITY READING

Title	Completed
The Sling and the Stone <i>by Thomas X. Hammes</i>	
Tactics of the Crescent Moon <i>by John Poole</i>	
Wake of the Wahoo <i>by Forest J. Sterling</i>	
1812: The Navy's War <i>by George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know <i>by P.W. Singer</i>	
SEAL of Honor <i>by Gary Williams</i>	
Leading with the Heart <i>by Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War <i>by David Crist</i>	
The Crisis of Islam <i>by Bernard Lewis</i>	
Execute Against Japan <i>by LT Joel Holwitt, USN</i>	
Monsoon <i>by Robert Kaplan</i>	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Killer Angels <i>by Michael Shaara</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
A Commitment to Valor <i>by Rod Cragg</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



Special Warfare Operator Petty Officer First Class (Journeyman/Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E4-E5 section				
NSW LPO COI (O26A, O52A) ¹	Coronado, CA and Norfolk, VA		10 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NSW Lead Breacher ^{1 2}	Virginia Bch, VA	K-431-0139	4 weeks	
ASDS Lock-In/Out Basic Operator ^{1 2}	Pearl Harbor, HI	K-431-0104		
ASDS Lock-In/Out Supervisor ^{1 2}	Pearl Harbor, HI	K-431-0105		
Air Drop Load Inspector ^{1 2}	Fort Lee, VA	K-860-0010, 4N-F3/860-F1	1 week	
Javelin Gunnery ^{1 2}	Various	010-AS12C		
SpecOps Mission Planning Environment (SOMPE-MARITIME) ^{1 2}	San Diego, CA	Various	2 weeks	
Joint Terminal Attack Controller Instructor (JTAC-I) (823A) ¹	Various	Various		
NSW LPO Course (O52A, O26A) ¹	Coronado, CA and Norfolk, VA		10 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - A variety of NSW, civilian, Joint and other service courses and training are available based on duty and department assignment, e.g., Air Operations, Weapons/Ordnance/Explosives, Diving Operations, Medical, CBRND, Communications, Intelligence, Ground Mobility, Maintenance and Logistics.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
790A - Master Naval Parachutist ¹	Various	Various		
823A - Joint Terminal Attack Controller Instructor (JTAC-I) ¹	Various	Various		

Note: See NAVPERS 18068F for NEC requirements

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

The SO1 serves primarily as a SEAL/SDV Platoon/Training Detachment Leading Petty Officer, or LPO/SO1 of an NSW training command. The SO1 assumes responsibility for the readiness of each department and all junior personnel at the Platoon level, and provides leadership, mentorship and training to junior personnel. The SO1 is responsible for personnel and equipment management in support of Platoon level operations. The SO1 plans and executes operations at the Platoon level in support of the Task Unit, and provides tactical input to current operational plans. The Training Detachment SO1 is a Range Safety Officer and high risk trainer, responsible for developing and implementing complex training scenarios. They coordinate logistics for training blocks of instruction, which can last for several weeks in remote locations, including coordinating large-group travel arrangements, live-fire ranges, day to day training schedules, weapons and ammo storage, medical, etc. When deployed coordinates and trains foreign regular military and special operations forces.

RECOMMENDED BILLET ASSIGNMENTS

Operational Tour: SEAL Team, SEAL Delivery Vehicle Team, Special Reconnaissance Team, DEVGRU
Training Tour: Instructor- Basic, Advanced, Training Detachment, SERE, Joint Spec Ops Medical Training Center
Staff Tour: NSW Group HQ, NSW Unit (OCONUS)
Alternate Tour: Recruiting Directorate, Personnel Exchange Program, Navy Parachute Team, Experimental Diving Unit, Language Training Student (Defense Language Institute)

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
EAOS/EOS:	<input type="text"/>	PRD:	<input type="text"/>
SEA / SHORE:	<input type="text"/>	/	<input type="text"/>
PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
Number of times up:	<input type="text"/>		
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
Date Last updated:	<input type="text"/>		
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMIS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMIS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 360 / SELRES = 335 / FTS = 336)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.navy.mil/usn>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Diving Supervisor		
Static-line Jumpmaster		
Small Arms RSO		
Dynamic Range RSO		
Demolitions RSO		
Indirect Fire RSO		
Rockets RSO		
Close Quarters Combat RSO		
Explosive Breaching RSO		
Laser RSO		
Dynamic Ground Mobility Vehicle Range RSO		
Dynamic Waterborne Range RSO		
Drop-Zone Safety Officer		
HRST/C MASTER		
HRST/C MASTER INSTRUCTOR		
Master Training Specialist (MTS)		
AIR OPS TRAINER		
AIROPS TRAINER EXAMINER		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the SO-Special Warfare Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Association of Diving Contractors International (ADCII)	Entry Level Tender/Diver	
E4	Association of Diving Contractors International (ADCII)	Saturation Technician	
E5	Federal Aviation Administration (FAA)	Master Parachute Rigger	
E4	Federal Aviation Administration (FAA)	Senior Parachute Rigger	
E4	National Registry of Emergency Medical Technicians (NREMT)	Emergency Medical Technician (EMT)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Education Certification Association (AECA)	Certified Computer Skills Specialist	
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
Institute of Management Consultants (IMC)	Certified Management Consultant - Basic	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the SO-Special Warfare Operator rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the SO-Special Warfare Operator Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Commercial Divers
Environmental Science and Protection Technicians, Including Health
Explosives Workers, Ordnance Handling Experts, and Blasters
Hazardous Materials Removal Workers

Occupation (Federal Employer)
0006 - Correctional Institution Administration Series
0007 - Correctional Officer Series
0072 - Fingerprint Identification Series
0080 - Security Administration Series
0082 - United States Marshal Series
0083 - Police Series
0085 - Security Guard Series
0086 - Security Clerical and Assistance Series
0132 - Intelligence Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1811 - Criminal Investigation Series
1881 - Customs and Border Protection Interdiction Series
1895 - Customs and Border Protection Series
1896 - Border Patrol Enforcement Series
5782 - Ship Operating
5784 - Riverboat Operating
5786 - Small Craft Operating
6502 - Explosives Operating
6610 - Small Arms Repairing
6656 - Special Weapons Systems Mechanic

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: <https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Curl-ups / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: <https://www.navyfitness.org/>

PROFESSIONAL MILITARY EDUCATION

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E6 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on MNP GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

E6 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Joint Fundamentals COI	Distance Learning	SOE-2220 / CEP-1	8 weeks	
NSW Leading Petty Officer Preparatory COI	San Diego, CA / Little Creek, VA	K-431-8001	2 weeks	

E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E6 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Intro to Irregular Warfare Course	Various	SOC2610 / I2WC	3 days	
JSOU Intro to Special Operations Forces	Various	SOC-1210 / ISOF	28 days Distance Learning	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Naval-Power for complete list.	
Sea Power by Admiral James Stavridis	
Toward a New Maritime Strategy by Peter D. Haynes	
The Rules Of The Game by Andrew Gordon	
Sea Power by Geoffrey Till	
Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes	
High Velocity Outcomes (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/HVO for complete list.	
Democracy by Condoleezza Rice	
A World in Disarray by Richard Haass	
Our Robots, Ourselves by David A. Mindell	
On Writing Well by William Zinsser	
The Innovator's Dilemma by Clayton M. Christensen	
Navy Team (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Navy-Team for complete list.	
The Accidental Admiral by James Stavridis	
Team of Teams by Stanley McChrystal	
Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.	
Leadership on the Line by Ronald A. Heifetz and Marty Linsky	
A Vietnam Experience by James Stockdale	
Partnerships (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Partner-Network for complete list.	
Partnerships for the Americas by James Stavridis	
The Accidental Superpower by Peter Zeihan	
Asia's Cauldron by Robert D. Kaplan	
World Order by Henry Kissinger	
At Ease by Dwight Eisenhower	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

E6 RECOMMENDED COMMUNITY READING

Title	Completed
We Were Soldiers Once and Young <i>by Moore and Galloway</i>	
Counterinsurgency Warfare <i>by David Galula</i>	
The Soldier's Load and the Mobility of a Nation <i>by Colonel S.L.A. Marshall</i>	
Wake of the Wahoo <i>by Forest J. Sterling</i>	
1812: The Navy's War <i>by George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know <i>by P.W. Singer</i>	
SEAL of Honor <i>by Gary Williams</i>	
Leading with the Heart <i>by Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War <i>by David Crist</i>	
The Crisis of Islam <i>by Bernard Lewis</i>	
Execute Against Japan <i>by LT Joel Holwitt, USN</i>	
Monsoon <i>by Robert Kaplan</i>	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Killer Angels <i>by Michael Shaara</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
A Commitment to Valor <i>by Rod Cragg</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



Special Warfare Operator Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E4-E5 section				
Platoon Leaders Course				
Platoon Leaders Course (O26L, O52L) ¹	Coronado, CA and Norfolk, VA		13 days	
Troop Leaders Course (O26C, O52C) ¹	Coronado, CA and Norfolk, VA		4 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Joint Interrogation Certification Course ^{1 2}	Various	241-F4(CT)		
Disaster Preparedness Operations & Training Specialist (833A) ^{1 2}	FT, Leonard Wood, MO	A-494-0006	26 days	
Administrative Laser Systems Safety Officer Course ^{1 2}	San Diego, CA Little Creek, VA	A-493-0067	1 week	
Joint Terminal Attack Controller - Evaluator ¹	Various			

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

² - A variety of NSW, civilian, Joint and other service courses and training are available based on duty and department assignment, e.g., Air Operations, Weapons/Ordnance/Explosives, Diving Operations, Medical, CBRND, Communications, Intelligence, Ground Mobility, Maintenance and Logistics.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

JOB DESCRIPTION

The SOC serves primarily as the LCPO of a Platoon or NSW Training Detachment/Command. As a Platoon LCPO they are the senior enlisted leader for a SEAL Platoon. They provide operational and administrative leadership/management for their Platoon and is routinely called upon to provide Platoon level tactical input to current operational plans. The scope of responsibilities includes daily management of mission requirements and personnel, mission planning and acquisition of support assets, coordinating and executing NSW missions unilaterally or with joint forces, coordinating and supervising training and exercises with NSW Training Detachments, joint forces, and other government agencies. They coordinate with Theater Special Operations Command representatives to provide oversight in the planning and execution of operations and exercises. The Training Detachment LCPO/SOC is a Range Safety Officer and High Risk trainer in charge of multiple high risk complex training scenarios. When deployed coordinates training and leads operations with foreign regular military and special operations forces.

RECOMMENDED BILLET ASSIGNMENTS

Operational Tour: SEAL Team, SEAL Delivery Vehicle Team, Special Reconnaissance Team, DEVGRU
 Training Tour: Instructor – Basic, Advanced, Training Detachment
 Joint & Staff Tour: Theater Special Operations Command, NAVSPECWARCOM, NSW Group HQ, NSW Unit (OCONUS)
 Alternate Tour: Recruiting Directorate, Personnel Exchange Program, Navy Parachute Team, Language training student (DLI)

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD: SEA / SHORE: /
PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)			
Date Advanced:	Eligible Advancement Date:	Number of times up:	
HYT Date:	Security Clearance Level:	Date Last updated:	
Command INDOC complete:			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E8 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 235 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.navy.mil/usn>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Diving Supervisor		
Static-line Jumpmaster		
Small Arms RSO		
Dynamic Range RSO		
Demolitions RSO		
Indirect Fire RSO		
Rockets RSO		
Close Quarters Combat RSO		
Explosive Breaching RSO		
Laser RSO		
Dynamic Ground Mobility Vehicle Range RSO		
Dynamic Waterborne Range RSO		
Drop-Zone Safety Officer		
HRST/C MASTER		
HRST/C MASTER INSTRUCTOR		
Master Training Specialist (MTS)		
AIR OPS TRAINER		
AIROPS TRAINER EXAMINER		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the SO-Special Warfare Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Association of Diving Contractors International (ADCI)	Entry Level Tender/Diver	
E4	Association of Diving Contractors International (ADCI)	Saturation Technician	
E5	Federal Aviation Administration (FAA)	Master Parachute Rigger	
E4	Federal Aviation Administration (FAA)	Senior Parachute Rigger	
E4	National Registry of Emergency Medical Technicians (NREMT)	Emergency Medical Technician (EMT)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Education Certification Association (AECA)	Certified Computer Skills Specialist	
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
Institute of Management Consultants (IMC)	Certified Management Consultant - Basic	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the SO-Special Warfare Operator rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the SO-Special Warfare Operator Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Commercial Divers
Environmental Science and Protection Technicians, Including Health
Explosives Workers, Ordnance Handling Experts, and Blasters
Hazardous Materials Removal Workers

Occupation (Federal Employer)
0006 - Correctional Institution Administration Series
0007 - Correctional Officer Series
0072 - Fingerprint Identification Series
0080 - Security Administration Series
0082 - United States Marshal Series
0083 - Police Series
0085 - Security Guard Series
0086 - Security Clerical and Assistance Series
0132 - Intelligence Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1811 - Criminal Investigation Series
1881 - Customs and Border Protection Interdiction Series
1895 - Customs and Border Protection Series
1896 - Border Patrol Enforcement Series
5782 - Ship Operating
5784 - Riverboat Operating
5786 - Small Craft Operating
6502 - Explosives Operating
6610 - Small Arms Repairing
6656 - Special Weapons Systems Mechanic

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Curl-ups [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: <https://www.navyfitness.org/>

PROFESSIONAL MILITARY EDUCATION

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

CPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline	NELD-06	5 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on MNP GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

CPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Enterprise Management	Distance Learning	SOE-3420 / CEP-2	8 weeks	
NSW Platoon Leaders COI	San Diego, CA / Little Creek, VA	K-2E-5001	4 weeks	
NSW Ground Force Commander COI	Coronado, Ca Little Creek, Va	K-431-8002	1 week	

CPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	9 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

CPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

CPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Intro to Irregular Warfare Course	Various	SOC2610 / I2WC	3 days	
JSOU Special Operations Planning Course	Various	SOC 3625 / SOPC	10 days	
JSOU Intro to Special Operations Forces	Various	SOC-1210 / ISOF	28 days Distance Learning	
NSW Ground Force Commander	San Diego/Little Creek	K-431-8002	1 week	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Naval-Power for complete list.	
Sea Power by Admiral James Stavridis	
Toward a New Maritime Strategy by Peter D. Haynes	
The Rules Of The Game by Andrew Gordon	
Sea Power by Geoffrey Till	
Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes	
High Velocity Outcomes (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/HVO for complete list.	
Democracy by Condoleezza Rice	
A World in Disarray by Richard Haass	
Our Robots, Ourselves by David A. Mindell	
On Writing Well by William Zinsser	
The Innovator's Dilemma by Clayton M. Christensen	
Navy Team (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Navy-Team for complete list.	
The Accidental Admiral by James Stavridis	
Team of Teams by Stanley McChrystal	
Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.	
Leadership on the Line by Ronald A. Heifetz and Marty Linsky	
A Vietnam Experience by James Stockdale	
Partnerships (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Partner-Network for complete list.	
Partnerships for the Americas by James Stavridis	
The Accidental Superpower by Peter Zeihan	
Asia's Cauldron by Robert D. Kaplan	
World Order by Henry Kissinger	
At Ease by Dwight Eisenhower	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

CPO RECOMMENDED COMMUNITY READING

Title	Completed
Small Unit Leadership – A Common Sense Approach <i>by Col. Dandridge M. Molone, USA (Ret)</i>	
The U.S. Army * Marine Corps Counterinsurgency Field Manual: U.S. Army Field Manual 3-24, U.S. Marine Corps Warfighting Publication 3-33.5	
BOYD, The Fighter Pilot Who Changed the Art of War <i>by Robert Coram</i>	
Wake of the Wahoo <i>by Forest J. Sterling</i>	
1812: The Navy's War <i>by George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know <i>by P.W. Singer</i>	
SEAL of Honor <i>by Gary Williams</i>	
Leading with the Heart <i>by Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War <i>by David Crist</i>	
The Crisis of Islam <i>by Bernard Lewis</i>	
Execute Against Japan <i>by LT Joel Holwitt, USN</i>	
Monsoon <i>by Robert Kaplan</i>	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Killer Angels <i>by Michael Shaara</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
A Commitment to Valor <i>by Rod Cragg</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



Special Warfare Operator Senior Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E4-E5 section				
Troop Leaders Course (O26C, O52C) ¹	Coronado, CA and Norfolk, VA		4 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
8CSC - Command Senior Chief (CMDSCS) ¹	Naval Leadership and Ethics Center	A-570-4500		

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

The SOCS serves primarily as a Task Unit SCPO, and Training Detachment SCPO. They possess extensive Naval Special Warfare operational skills and knowledge. The scope of responsibilities includes leading, supervising, and managing assigned SEAL Platoons and numerous supporting attachments. They supervise, plan, and coordinate high-risk training and exercises, and when deployed they coordinate training and lead operations with foreign regular military and special operations forces. The SOCS routinely provides Task Unit level and above, critical tactical input to current operational plans. They coordinate with Theater Special Operations Command representatives to provide oversight in the planning and execution of operations and exercises, and they are frequently assigned as the Liaison Officer (LNO) for foreign special operations forces, other government agencies, and U.S. Embassies. They are responsible for all Task Unit personnel special qualifications and oversees the combat development and evaluation of NSW combat equipment.

RECOMMENDED BILLET ASSIGNMENTS

Operational Tour: SEAL Team, SEAL Delivery Vehicle Team, Special Reconnaissance Team

Training Tour: Instructor – Basic, Advanced, Training Detachment, NSW Prep Course

Joint & Staff Tour: Special Operations Command, Theater Special Operations Command, NAVSPECWARCOM, NSW Group HQ, NSW Unit (OCONUS)

Alternate Tour: Detailer, Career Specialist (CENSEALSWCC), Personnel Exchange Program, Navy Parachute Team, Language training student (DLI)

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E9 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 210 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.navy.mil/usn>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Diving Supervisor		
Static-line Jumpmaster		
Small Arms RSO		
Dynamic Range RSO		
Demolitions RSO		
Indirect Fire RSO		
Rockets RSO		
Close Quarters Combat RSO		
Explosive Breaching RSO		
Laser RSO		
Dynamic Ground Mobility Vehicle Range RSO		
Dynamic Waterborne Range RSO		
Drop-Zone Safety Officer		
HRST/C MASTER		
HRST/C MASTER INSTRUCTOR		
Master Training Specialist (MTS)		
AIR OPS TRAINER		
AIROPS TRAINER EXAMINER		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the SO-Special Warfare Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Association of Diving Contractors International (ADCI)	Entry Level Tender/Diver	
E4	Association of Diving Contractors International (ADCI)	Saturation Technician	
E5	Federal Aviation Administration (FAA)	Master Parachute Rigger	
E4	Federal Aviation Administration (FAA)	Senior Parachute Rigger	
E4	National Registry of Emergency Medical Technicians (NREMT)	Emergency Medical Technician (EMT)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Education Certification Association (AECA)	Certified Computer Skills Specialist	
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
Institute of Management Consultants (IMC)	Certified Management Consultant - Basic	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the SO-Special Warfare Operator rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the SO-Special Warfare Operator Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Commercial Divers
Environmental Science and Protection Technicians, Including Health
Explosives Workers, Ordnance Handling Experts, and Blasters
Hazardous Materials Removal Workers

Occupation (Federal Employer)
0006 - Correctional Institution Administration Series
0007 - Correctional Officer Series
0072 - Fingerprint Identification Series
0080 - Security Administration Series
0082 - United States Marshal Series
0083 - Police Series
0085 - Security Guard Series
0086 - Security Clerical and Assistance Series
0132 - Intelligence Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1811 - Criminal Investigation Series
1881 - Customs and Border Protection Interdiction Series
1895 - Customs and Border Protection Series
1896 - Border Patrol Enforcement Series
5782 - Ship Operating
5784 - Riverboat Operating
5786 - Small Craft Operating
6502 - Explosives Operating
6610 - Small Arms Repairing
6656 - Special Weapons Systems Mechanic

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Curl-ups [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: <https://www.navyfitness.org/>

PROFESSIONAL MILITARY EDUCATION

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

SCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy ⁴	Newport RI	P-920-1300	9 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on MNP GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

SCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Joint Special Operations Forces Senior Enlisted Academy	Distance Learning / Resident	SOE-3440 / CEP-3	8 months 6 months distance learning / 2 months resident	
NSW Platoon Leaders COI	San Diego, CA / Little Creek, VA	K-2E-5001	4 weeks	
NSW Ground Force Commander COI	Coronado, Ca Little Creek, Va	K-431-8002	1 week	
NSW Troop Leaders COI	Coronado, Ca Little Creek, Va	K-431-8500	1 week	

SCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

SCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

SCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Special Operations Planning Course	Various	SOC 3625 / SOPC	10 days	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Naval-Power for complete list.	
Sea Power by Admiral James Stavridis	
Toward a New Maritime Strategy by Peter D. Haynes	
The Rules Of The Game by Andrew Gordon	
Sea Power by Geoffrey Till	
Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes	
High Velocity Outcomes (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/HVO for complete list.	
Democracy by Condoleezza Rice	
A World in Disarray by Richard Haass	
Our Robots, Ourselves by David A. Mindell	
On Writing Well by William Zinsser	
The Innovator's Dilemma by Clayton M. Christensen	
Navy Team (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Navy-Team for complete list.	
The Accidental Admiral by James Stavridis	
Team of Teams by Stanley McChrystal	
Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.	
Leadership on the Line by Ronald A. Heifetz and Marty Linsky	
A Vietnam Experience by James Stockdale	
Partnerships (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Partner-Network for complete list.	
Partnerships for the Americas by James Stavridis	
The Accidental Superpower by Peter Zeihan	
Asia's Cauldron by Robert D. Kaplan	
World Order by Henry Kissinger	
At Ease by Dwight Eisenhower	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
SPEC OPS – Case studies in Special Operations Warfare <i>by William H. McRaven</i>	
Wake of the Wahoo <i>by Forest J. Sterling</i>	
1812: The Navy's War <i>by George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know <i>by P.W. Singer</i>	
SEAL of Honor <i>by Gary Williams</i>	
Leading with the Heart <i>by Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War <i>by David Crist</i>	
The Crisis of Islam <i>by Bernard Lewis</i>	
Execute Against Japan <i>by LT Joel Holwitt, USN</i>	
Monsoon <i>by Robert Kaplan</i>	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Killer Angels <i>by Michael Shaara</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
A Commitment to Valor <i>by Rod Cragg</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



Special Warfare Operator Master Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E4-E5 section				
Command Leaders Seminar (O26M, O52M) ¹	Coronado, CA and Norfolk, VA		4 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Senior Enlisted Leadership Course ¹	NJS, Newport, RI	S-500-0017	5 days	
Joint Special Operations Forces Pre-Command Course (JSOFPC) ¹	MacDill AFB, FL	S-2G-5065		
Keystone Course ¹	Suffolk, VA and Washington D.C.			

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) ¹	Newport, RI	A-570-4500	12 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

The SOCM serves primarily as a Command Master Chief, Operations Master Chief, Training Master Chief and Senior Enlisted Advisor (SEA) for a Naval Special Warfare (NSW) command. They also serve as a joint CSEL/CMC/SEA/OPS MCPO at every level within U.S. Special Operations Command. The SOCM is the premier enlisted leader, manager, and SEAL Operator. The scope of responsibility includes advising Commanding Officers on all facets of the command, from personnel and equipment management to pre-deployment training and combat operations. As Operations MCPO they provide critical input to the Commanding Officer and coordinates all activities for SEAL Platoons and NSW Task Units within and outside the NSW Squadron/Unit. The OPS MCPO coordinates and ensures interoperability with all Squadron attachments, including Special Boat Detachments, EOD, cryptologists, interpreters, intelligence analysts, and other supporting forces. They manage deployment and training schedules and coordinates with joint, combined and interagency forces, and all required combat and non-combat service supporting assets for operations and exercises. The Training Detachment MCPO plans, manages, and coordinates all aspects of NSW high-risk training programs and conducts liaison with high-ranking military and government officials, joint forces, and other government agencies. During the inter-deployment training cycle, with high risk tactical training and full mission profile exercises with all supporting assets, they ensure all training and SOPs are adhered to in preparing the NSW Squadron for deployment.

RECOMMENDED BILLET ASSIGNMENTS

Operational Tour: SEAL Team, SEAL Delivery Vehicle Team, Special Reconnaissance Team

Training Tour: Instructor – Basic, Advanced, Training Detachment

Joint & Staff Tour: Special Operations Command, Theater Special Operations Command, NAVSPECWARCOM, NSW Group HQ, NSW Unit (OCONUS)

Alternate Tour: Detailer, Enlisted Community Manager Tech Advisor, Career Specialist (CENSEALSWCC), Language training student (DLI)

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address:	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Commanding Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Executive Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Department Head:	<input type="text"/>	Phone Number:	<input type="text"/>
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Diving Supervisor		
Static-line Jumpmaster		
Small Arms RSO		
Dynamic Range RSO		
Demolitions RSO		
Indirect Fire RSO		
Rockets RSO		
Close Quarters Combat RSO		
Explosive Breaching RSO		
Laser RSO		
Dynamic Ground Mobility Vehicle Range RSO		
Dynamic Waterborne Range RSO		
Drop-Zone Safety Officer		
HRST/C MASTER		
HRST/C MASTER INSTRUCTOR		
Master Training Specialist (MTS)		
AIR OPS TRAINER		
AIROPS TRAINER EXAMINER		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the SO-Special Warfare Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Association of Diving Contractors International (ADC)	Entry Level Tender/Diver	
E4	Association of Diving Contractors International (ADC)	Saturation Technician	
E5	Federal Aviation Administration (FAA)	Master Parachute Rigger	
E4	Federal Aviation Administration (FAA)	Senior Parachute Rigger	
E4	National Registry of Emergency Medical Technicians (NREMT)	Emergency Medical Technician (EMT)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Education Certification Association (AECA)	Certified Computer Skills Specialist	
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
Institute of Management Consultants (IMC)	Certified Management Consultant - Basic	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the SO-Special Warfare Operator rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the SO-Special Warfare Operator Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Commercial Divers
Environmental Science and Protection Technicians, Including Health
Explosives Workers, Ordnance Handling Experts, and Blasters
Hazardous Materials Removal Workers

Occupation (Federal Employer)
0006 - Correctional Institution Administration Series
0007 - Correctional Officer Series
0072 - Fingerprint Identification Series
0080 - Security Administration Series
0082 - United States Marshal Series
0083 - Police Series
0085 - Security Guard Series
0086 - Security Clerical and Assistance Series
0132 - Intelligence Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1811 - Criminal Investigation Series
1881 - Customs and Border Protection Interdiction Series
1895 - Customs and Border Protection Series
1896 - Border Patrol Enforcement Series
5782 - Ship Operating
5784 - Riverboat Operating
5786 - Small Craft Operating
6502 - Explosives Operating
6610 - Small Arms Repairing
6656 - Special Weapons Systems Mechanic

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])

Last 2 PRT Cycles: Curl-ups [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]

Overall Score [redacted] / [redacted]

List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]

List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: <https://www.navyfitness.org/>

PROFESSIONAL MILITARY EDUCATION

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

MCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hrs	
Senior Enlisted Academy ⁴	Newport RI	P-920-1300	9 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on MNP GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

MCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Joint Special Operations Forces Senior Enlisted Academy	Distance Learning / Resident	SOE-3440 / CEP-3	8 months 6 months distance learning / 2 months resident	
JSOU Summit	Distance Learning / Resident	SOE-4440 / CEP-4	3 months 2 months distance learning / 3 weeks resident	
NSW Command Leaders Seminar COI	Coronado, Ca		1 week	

MCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders ⁴	TWMS		1 hour	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

4 - Required for selection board members and recorders

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

MCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

MCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Special Operations Planning Course	Various	SOC 3625 / SOPC	10 days	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Naval-Power for complete list.	
Sea Power by Admiral James Stavridis	
Toward a New Maritime Strategy by Peter D. Haynes	
The Rules Of The Game by Andrew Gordon	
Sea Power by Geoffrey Till	
Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes	
High Velocity Outcomes (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/HVO for complete list.	
Democracy by Condoleezza Rice	
A World in Disarray by Richard Haass	
Our Robots, Ourselves by David A. Mindell	
On Writing Well by William Zinsser	
The Innovator's Dilemma by Clayton M. Christensen	
Navy Team (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Navy-Team for complete list.	
The Accidental Admiral by James Stavridis	
Team of Teams by Stanley McChrystal	
Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.	
Leadership on the Line by Ronald A. Heifetz and Marty Linsky	
A Vietnam Experience by James Stockdale	
Partnerships (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Partner-Network for complete list.	
Partnerships for the Americas by James Stavridis	
The Accidental Superpower by Peter Zeihan	
Asia's Cauldron by Robert D. Kaplan	
World Order by Henry Kissinger	
At Ease by Dwight Eisenhower	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Wake of the Wahoo <i>by Forest J. Sterling</i>	
1812: The Navy's War <i>by George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know <i>by P.W. Singer</i>	
SEAL of Honor <i>by Gary Williams</i>	
Leading with the Heart <i>by Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War <i>by David Crist</i>	
The Crisis of Islam <i>by Bernard Lewis</i>	
Execute Against Japan <i>by LT Joel Holwitt, USN</i>	
Monsoon <i>by Robert Kaplan</i>	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Killer Angels <i>by Michael Shaara</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
A Commitment to Valor <i>by Rod Cragg</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



ALL PAYGRADES VOLUNTARY EDUCATION



Note: Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: <http://www.navycollege.navy.mil/>

How do I get started?

You already have. All your training up to this point is part of your Special Warfare Operator Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR SO

Recommended Associates' degrees for the Seaman
AA in Liberal Arts
AA in Business Administration or Management
AA in Applied Management
AA in Applied Science or Technology

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR SO

Recommended Bachelors/Masters degrees for the Seaman
BA in Criminal Justice with specialization in Homeland Security
BA in Business Administration with specialization in International Business
BS in Organizational Leadership
BS in Criminal Justice
BS in Strategic Studies and Defense Analysis
BS in Cyber Security
MS in Strategic Leadership
MS in Information and Security Assurance
MBA in Business Administration
MDY in Diplomacy
MCE in Civil Engineering
MSN in Nursing
MMH in Military History
MAH in Arts and History
MSL in Science of Leadership
MPA in Public Administration

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: <https://www.navycollege.navy.mil>

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

SAMPLE DEGREE PLAN

	Florida Community College NCPDLP ROADMAP	
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A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

RATING:

Other Degree Requirements: *Remediation / SLS / Pre-reqs if Needed*
 Residency: 25% coursework must be completed at FCCJ (in-class or DL).

~ School Degree Information ~								
COURSE NUMBER/TITLE	CREDITS NEEDED	SERVICE SCHOOL	MOS	CLEP	DSST	EXCELSIOR	DL	SOC CRS. Cat.#
~GENERAL EDUCATION								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
~PROFESSIONAL COURSES								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581: Professional Development in the Work Environment	3						Y	
MAN2125: Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
~PROFESSIONAL ELECTIVES - minimum 24 hours								
	E3	E4	E5	E6	E7	E8	E9	
ACE Recommended from MOS / Rate:								
Military Credits	7	13	13	17	16	16	16	
Credit from Service School:								
Recruit Training	2	2	2	2	2	2	2	
A-School (if attended)								
C-Schools (if attended)								
Total Elective Hours	9	15	15	19	18	18	18	
Total Credits Awarded *	9	15	15	22	24	24	24	
TOTAL CREDITS NEEDED (60 s.h.)	51	45	45	38	36	36	36	

* **Disclaimer:** Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training. This is an unofficial preview of how credit from prior learning and military experience may be applied toward this degree option. It is subject to change upon official evaluation by Florida Community College, Military Education Institute (800) 700-2795, military@fccj.edu.

Florida Community College
Military Education Institute
601 West State Street
Jacksonville, FL 32202
800-700-2795
Email: military@fccj.edu

FAX: 904-632-5073

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07

Education:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardization Policy and Procedures for the Active Duty for Special Work (ADSW) Program OPNAVINST 1001.20(series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2